

<p style="text-align: center;"><b>YANKEE SPRINGS TOWNSHIP BOARD OF TRUSTEES</b></p> <p style="text-align: center;"><b><u>Special Board Meeting – Township Building Addition Proposal</u></b></p> <p style="text-align: center;"><b><u>Wednesday, October 9, 2019</u></b> <b>6:00 p.m.</b></p> <p style="text-align: center;"><b>Yankee Springs Township Hall</b> <b>284 N. Briggs Rd., Middleville, Michigan 49333</b></p> <p style="text-align: center;"><b>MINUTES</b></p>	<p><b>FINALMINUTES</b> Page 1 of 7 YS BOT –Special Mtg. Twp. Office Bldg. Addition Proposal 10/9/19 Approved 11/14/2019</p>
<p>Meeting called to order at 6:00 p.m. by Supervisor Mark Englerth.</p> <p><b><u>PLEDGE OF ALLEGIANCE</u></b></p> <p><b><u>Roll Call:</u></b> Jansma, Knowles, Englerth, Lippert, VandenBerg.</p> <p><b><u>Staff Present:</u></b> Frank Fiala, Chuck Biggs- Constable, Sandy Marcukaitis, Nancy Near, Dan Scheuerman.</p> <p><b><u>Visitors:</u></b> 10 (not including staff present).</p> <hr/> <p><b><u>PURPOSE OF MEETING:</u></b></p> <p><b>Yankee Springs Township Offices Improvements – Probability of Cost Total ...\$898,500 as submitted by Fleis &amp; Vandenbrink Architectural Engineering Incorporated.</b></p> <hr/> <p><b><u>ACKNOWLEDGEMENT OF VISITORS:</u></b></p> <p><b>David Gibbs and Jerry Fleis of Fleis &amp; VandenBrink presented Office Improvements &amp; Addition Proposal.</b></p> <p><b><u>Renovation Committee members:</u></b> Marge VanderMeyden, Nancy Near, Dan Scheuerman, Jan Lippert, Alice Jansma, Larry Knowles, Deb Mousseau.</p> <p>The above group met three (3) times with Fleis &amp; VandenBrink’s D. Gibbs and J. Fleis.</p> <p><b>D. Gibbs</b> commented they (F &amp; V) were asked to take a look at an addition to this building and some improvements to upgrade it to make it function a lot better for the staff.</p> <p><b>J. Fleis</b> commented that they had met with the renovation committee regarding:</p> <ul style="list-style-type: none"> <li>• Current spaces</li> <li>• How can we improve those spaces?</li> <li>• More space needed for storage</li> <li>• Security</li> </ul> <p><b>Jansma</b> noted that one of the main things desired was to bring up the server from downstairs. This will go in “Hallway &amp; Stair” closet. More updated technology to go into meeting hall for audience and board to see on screens/monitors. New sound system will be involved, as well as, new energy efficient lighting. Englerth asked questions regarding the possibility of dry walling of ceiling, as well as insulation. Discussion took place with Englerth and VandenBerg and F &amp; V’s Gibbs and Fleis regarding more detailed information on insulation and drywall.</p>	<p><b>CALL TO ORDER</b></p> <p><b>PLEDGE</b></p> <p><b>ROLL CALL</b></p> <hr/> <p><b><u>PURPOSE OF MEETING</u></b></p>

Gibbs reviewed the following:

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## YANKEE SPRINGS TOWNSHIP HALL ADDITION & RENOVATION 2019

### SCOPE OF WORK

The scope of anticipated construction work for the conceptual design and budget is:

#### EXISTING TOWNSHIP HALL MEETING ROOM RENOVATION

- Area of work: 1920 SF (excludes kitchen, mechanical room, and restrooms).
- Exterior masonry restoration of the township hall portion of the existing building.
- Removal of interior finishes, lighting, and mechanical systems.
- Provide new exit door in south exterior wall, with required separation with main entry door.
- Add insulation in attic space to achieve an R-value of 49 total.
- On interior face of exterior walls, add two layers of Z-furring with 3 inches of close-cell spray-on polyurethane insulation (R20.1).
- Replace existing ramp with wider A.D.A. compliant ramp to offices.
- Add new A.D.A. compliant electric water cooler at top landing of new ramp.
- Construction of new closets on the north and south sides of the meeting room.
- Provide new heating/cooling system, including ducts and exterior grade mounted air handler.
- New lay-in panel & grid acoustic ceiling with new LED lighting.
- New 7-person board/commission table casework on 4-inch height dais, A.D.A. accessible.
- New carpet tile flooring.
- New technology to allow information from the podium to be displayed on ceiling mounted monitors facing both dais and public. Additional technology to support staff and participants.
- Anticipated seating for 68 people attending board/commission meetings.
- Replace flooring in Existing Entry Hall.

#### EXISTING TOWNSHIP OFFICE RENOVATION

- Area of Work: 1120 SF.
- Prepare north exterior wall to allow addition.
- Remove and replace all flooring.
- Install new unisex toilet in northwest corner.
- Increase size of southwest office and convert to a storage room.
- Remove the two offices north of office area and combined with portion of open office area for a new conference room.
- Create a new hallway along south wall for access to basement stairs.
- Construct new IT closet with server and locate metal cabinets in hallway.
- Create new corridor connecting Meeting Room to new Office Entry.
- Replace all lighting in area.
- Patch ceiling and walls as necessary. New ceiling in bathroom, conference room and public hallway

#### NEW TOWNSHIP OFFICE ADDITION

- Area of Addition: 1727 SF.
- Separate entry with two service windows
- Open office area for receptionist and assistant clerk with service window.
- Treasurer Office for both treasurer and assistant treasurer with service window.
- Work room with casework/countertop and location for printer/copier.
- Two small (10'x14') private offices for supervisor and future zoning administrator.

*Continued on next page.*

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- Two large (10'x20') private offices for clerk and assessor.
- Separate staff entry/egress door.
- Floor: 4" concrete slab-on-grade.
- Wall Construction:
  - 2x6 wood studs @ 16" OC
  - Blown-in cellulose insulation between studs
  - OSB sheathing
  - Extruded polystyrene insulation (1.5")
  - Composite lapboard siding with cultured stone wainscot or face brick
  - Vapor barrier and gypsum wallboard on interior.
  - Wall height: 10'-4 1/2".
- Roof Construction:
  - Manufactured wood trusses @ 24" OC
  - OSB sheathing
  - Metal roofing (matching existing)
  - Vapor barrier gypsum wallboard attached to bottom chord of trusses.
  - Blown-in insulation (R49 minimum).
- Interior Finishes:
  - Carpet tile flooring, typical.
  - Porcelain ceramic tile in Office Entry and bathroom.
  - Resilient flooring in Work Room.
  - Acoustical lay-in panel (24"x24") and grid ceilings at 8'-2" AFF, nominal.
  - Painted walls.
  - Prefinished doors, trim, and door casing.
  - Solid core interior door doors.
- Recessed LED lighting.
- Heating and cooling: exterior grade mounted air handler.

## EXTERIOR IMPROVEMENTS

- New sidewalk along parking north of addition with stoop at north staff entrance.
- New sidewalk from existing sidewalk to new Office Entry.
- New flag poles.
- Landscaping and lawn restoration of Construction area.
- Storm water drainage as necessary for new roof and building.

## Exterior Drawing(s)





**Yankee Springs Township**

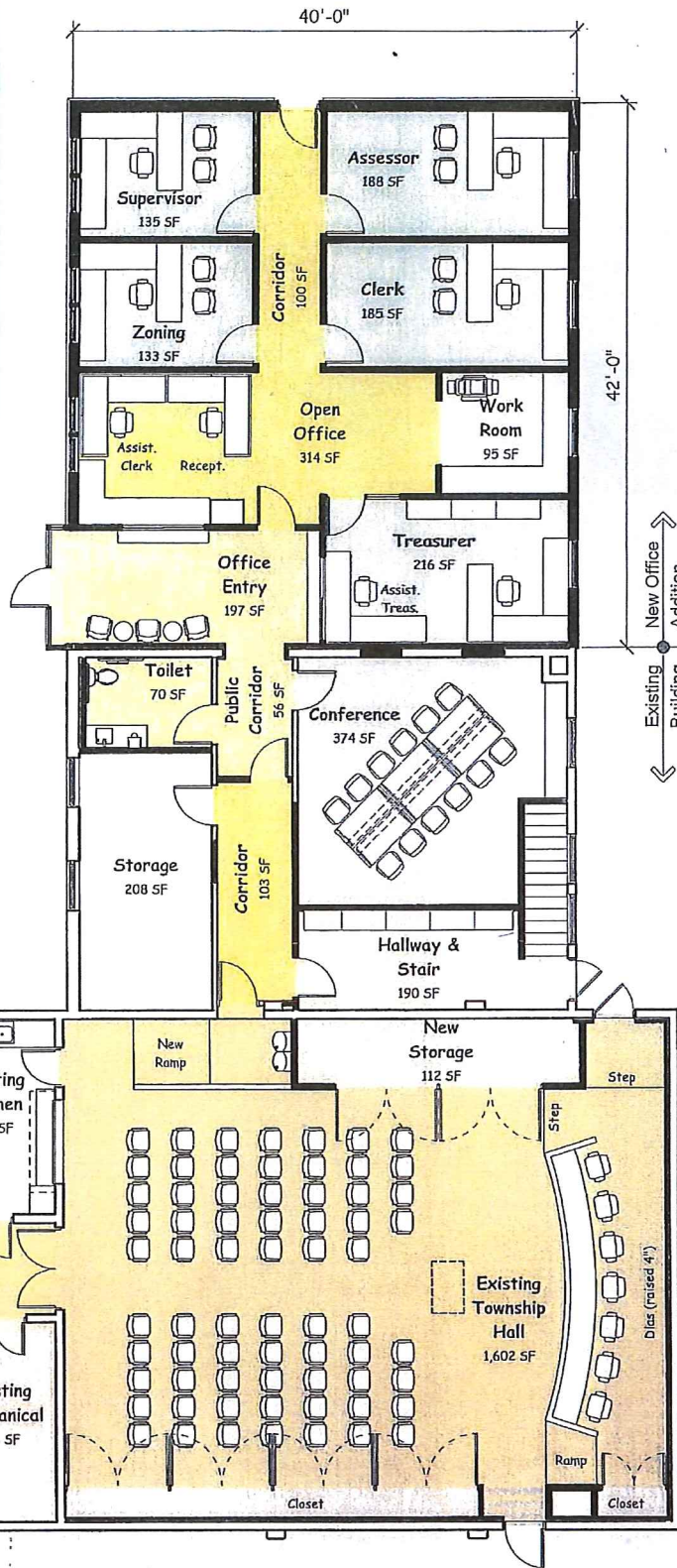
**Hall Renovation & Office Addition  
Version #4**

Existing Hall Area: 3989 SF  
Office Addition Area: 1727 SF  
Total Building Area: 5716 SF

September 11, 2019



NORTH



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**Englerth** clarified that nothing is to be done with kitchen or bathrooms on right (north side) of township hall's hallway. Gibbs noted that ADA bathroom is across from the two hall restrooms and an ADA bathroom is proposed for the office area. Alternatives are therefore provided.

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**Jansma** commented that the committee asked F & V to look at the fire station location as a possible site for the township hall & offices. D. Gibbs commented on going to the site. Also, Jerry Fleis stopped by the site as well. The fire station site is 42% of the site here (284 N. Briggs), noted Gibbs. Gibbs reviewed what he did with the plan at the fire station location to make his determination. Optimistically, Gibbs noted that there would only be 30 parking spaces at the fire station. Here (at the Briggs location) there are 60 spaces. Parking would be lost at the fire station site. The concern would be on election days, or high activity days, of interfering with the fire station operation.

**Knowles** inquired regarding how the staff will be able to work while under construction.

**Gibbs** (of F & V) commented on “if” starting before winter breaks, renovating would begin on the township hall (meeting room) area to get it upgraded. Gibbs noted that the hall (meeting room) area should be able to be used for the May 2020 election. Englerth commented that in Hastings four precincts are handled in one gym. Englerth also commented that maybe GLCC (Gun Lake Community Church) could be used for elections. The staff can stay put during the upgrade of the township hall, and would be able to exit through the hall while the addition is under construction. After addition is completed, then remodeling of current office(s) would take place.

**PUBLIC COMMENT:** (Limit 3 Minutes)

**Mike Cunningham** confirmed with Clerk Lippert that there was enough room in the hall for elections after renovations.

**Sandy Marcukaitis** – wondered if trees would have to be moved. Answer: Probably yes-(to the north of the addition).

**Mike Cunningham** commented on a fairly large conference room in the plan– maybe make smaller, or put in basement.

**F & V Reps, Gibbs and J. Fleis** commented that maybe not having to heat the meeting room (hall) as much would be a possibility with a conference room. Security is a reason, as well as privacy. It's a room (conference) to meet and look at prints, or go to if other offices are occupied. The conference room would be another room to meet in without spreading throughout the facility. Meeting in the hall is a little awkward, lots of furniture has to be moved around for a small meeting. During election times, township business can still be conducted. Lippert noted that the AV counting board needs to be sequestered for elections.

**Englerth** commented that the floor joists, were residential grade. D. Gibbs has addressed this, but noted the project was not at the design stage yet. J. Fleis also noted that structural items will be addressed.

**Diane Gaertner, 10771 Gun Lake Rd** inquired about the “tech closet” being somewhat small and not extremely secure. Gaertner also inquired about climate control and security access. Gibbs addressed the inquiries noting plans for these concerns.

**Jansma** noted having township’s (vendor) tech people be involved in the design.

**Mike Cunningham** inquired as to the accuracy of the budget. J. Fleis noted that a 10% contingency was included for unforeseen collection. J. Fleis commented he thought it was within reason based on recent type projects that have been bid out in the last year and a half.

**Mike Cunningham** asked “What’s the next step?” Fleis commented that design documents would need to be done to meet the construction schedule. Gibbs commented that if authorized, to get bids mid to late December to take advantage of optimum time for bidding, because people are still looking for work in the bid sector.

**Break at 6:38 p.m.                      Resume at 6:44 p.m.**

**(Lippert showed basement with tech equipment to those interested.)**

BREAK

**Continued PUBLIC COMMENT:**

**Diane Gaertner, 10771 Gun Lake Rd.** – asked “Who’s decision is it to proceed?”

**Englerth** commented that ultimately the board would decide. Englerth felt it made sense to get options out there and let the public decide.

**Englerth** would like structure to be on M-179, feeling it made more sense to put it there. Englerth commented “I think we all agree we cannot do business as we do now.” Englerth noted that he was kind of disappointed with not a lot of public showing up tonight....Since it involves the public sector it is important to know what the public thinks.” Englerth noted that the hall renovation and office addition is for 50 to 60 years down the road. “It’s a lot of money,” added Englerth.

**Diane Gaertner** commented, “Do we know how we are going to finance?”

**Englerth** commented that they were not talking about it (financing) at tonight’s meeting. Englerth referred to A. Jansma as being the bean counter.

**Englerth** commented “Coming up to a conclusion, the more people you have at the table the more disagreements you have....But we are moving forward.”

**Knowles** commented on trying to get out to bid; assuming to get cheaper quotes by the new year.

**Englerth** commented that it would be better to wait ‘til spring. “It’s pretty hard to pour concrete in January,” added Englerth.

**Knowles** commented that he thought Fleis and Gibbs were talking about obtaining bids.

D. Gibbs commented, "We need to get started right about now to get the bid info by January."

Knowles commented he was concerned about getting reasonable bids by being ahead of the first of the year bidding schedule.

**NEXT meeting date: Tomorrow night – Regular Board of Trustees Board meeting at 7:00 p.m. (10/10/19).**

*Full audio recording of this meeting has been downloaded to the township office computer system on 10/9/19 immediately following meeting.*

**ADJOURNMENT:**

Motion by Englerth with support from Vandenberg to adjourn at 6:50 p.m. Approved by all.  
Motion Carried.

Respectfully submitted:  
Deb Mousseau  
Recording Secretary 10/9/19

Date: Approved by Bd of Trustees Nov. 14, 2019

Approved : \_\_\_\_\_  
Janice C. Lippert, Township Clerk

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**ADJOURNMENT**